

MADERA COUNTY

VETERANS SERVICE OFFICER/PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee a program of Veterans' benefits as provided by Federal, State, and local agency monies and regulations; to serve as appointed guardian or conservator in administering the affairs and property and caring for incompetent persons; to perform the duties of Public Administrator; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the functions and operations of the County's Veterans Service/Public Guardian/Public Administrator Department; selects, directs, supervises, trains, and evaluates assigned staff; develops and administers assigned budgets, prepares budget requests, and controls expenditures; assists veterans, their widows, and dependents with the preparation and filing of claims for veterans benefits; may assist with preparation of appeals to denials of veterans benefits claims; secures necessary information, records, affidavits, statements, etc., to expedite the processing of claims; maintains current knowledge of changes in laws and regulations affecting veterans benefits; maintains communication and contact with local organizations concerned with veterans programs; assists with admittance and transfer of people to veterans medical facilities; provides the public with information concerning veterans benefits and programs related to education, disability pensions, employment, loans, life insurance, hospitalization, and burial entitlements; acts as fiduciary for incapacitated veterans in dealing with financial matters; reviews and evaluates requests for public guardianship or conservatorship; represents conservatees in estate matters, business negotiations and matters related to their health and welfare; confers with attorneys, physicians, and social workers regarding public guardian administration; supervises the administration of estates as direct by courts; inventories and accounts for assets of conservatees; inventories and accounts for assets of wards and conservatees; signs checks, issues receipts, and signs legal papers required in the administration of public guardianships; applies for State funds to reimburse the County for incurred expenses; oversees the preparation of and prepares reports and presentations on assigned functions and activities; maintains necessary records; arranges, monitors, and approves the placement and medical treatment of persons placed under jurisdiction of the Public Guardian; reviews and monitors the preparation of court documents and petitions; attends court hearings and provides testimony as required; secures and protects the estates of wards and conservatees; manages, stores, and disposes of real and personal property as required including sale, public auction, and disbursement to heirs; administers and assists in the administration of decedent estates; conducts on-site inventories, searches and interview concerning estate assets, real property, wills, and financial records; conducts estate investigations to locate heirs and relatives; prepares court reports of assets and costs of administration; secures estate assets; review claims and liabilities against the estate; supervises funeral arrangements; coordinates with other department concerning special problems; attends training conferences and seminars; participate in accreditation examinations administered by the U.S. Veterans Administration office.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of the County Veterans Services/Public Guardian/Public Administrator's office.
Public Health, Mental Health, Social Services and Social Security policies and procedures.
Pertinent Federal, State, and local laws, codes, and regulations governing veterans benefits and public guardian functions.
Federal, State, and local veterans programs and their objectives and procedures.
Local community resource agencies.
Principles, methods, and practices used in handling and administering the property and business affairs of incompetent and deceased persons including taxes.
Principles and practices of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the County Veterans Service/Public Guardian/Public Administrator Department.
Supervise, train, and evaluate the work of assigned staff.
Develop and prepare an assigned budget and control expenditures.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including those governing veterans benefits, Public Guardian and Public Administrator functions.
Administer the property and business affairs of deceased and incompetent persons.
Make public speaking presentations before groups and organizations.
Provide effective counseling to clients.
Effectively represent the County Veterans Service/Public Guardian/Public Administrator functions to individuals, community groups, other County departments, and government organizations.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible professional experience in administering and/or providing veterans services and assistance and participating in the functions of a public guardian and public administrator's office including three years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public health, public administration, business administration, or a related field.

License or Certificate:

Proof of previous military service as outlined in the State of California's Military and Veterans Code.

Accreditation from the U.S. Department of Veterans Affairs.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: May, 1995